



MARYLAND

Department of Health

Larry Hogan, Governor • Boyd Rutherford, Lt. Governor • Dennis Schrader, Secretary

Office of Health Care Quality

Spring Grove Center • Bland Bryant Building
55 Wade Avenue • Catonsville, Maryland 21228-4663

To: Nursing Home Administrators

From: Margie Heald, Deputy Director of Federal Programs, Office of Health Care Quality

Re: Facility Contacts

Date: October 5, 2017

To ensure timely communication, we are requesting that facilities provide the Office of Health Care Quality (OHCQ) with email addresses and phone numbers for the administrator and another designated person that will be used as the facility's contacts for routine correspondence and transmittals. Additionally, the administrator's email will be shared with the Centers for Medicare and Medicaid Services' (CMS) regional office via the federal data base used by our office.

Emails will be utilized to send OHCQ correspondence, including Statements of Deficiencies and transmittals, to the administrator and the other designee. After October 20, 2017, OHCQ will only mail survey findings and the accompanying correspondence via the US postal service to the facility's survey coordinator if requested to do so by the administrator.

By October 20, 2017, please email Lynda Butler at Lynda.butler@maryland.gov, the administrator's and the other designated person's e-mail addresses and phone numbers.

After October 20, 2017, changes in the information for the administrator or other designated person should be communicated to the facility's survey coordinator within one week of the change.

Your on-going cooperation is appreciated. If you have any questions, please feel free to contact Margie Heald, Deputy Director of Federal Programs, at Margie.heald@maryland.gov or 410-402-8101.